

Environmental Educator Policies and Guidelines

Holiday, Sick and Personal Leave Time

- MCC members receive a weekly or biweekly living allowance.
- All members must request time off for personal or planned medical reasons **2 weeks in advance from their Host Site Supervisor and the MCC Program Coordinator**. Requests for time off cannot be guaranteed.
 - ✓ MCC members who anticipate missing service time, and who request personal leave in advance, must make arrangements to make up missed time during the remainder of their term of service.
- If a member is injured during work hours and needs to obtain medical treatment, all hours involved in travel to and from the medical facility, as well as time spent at the medical facility will be counted for service.
- When a member is unable to resume work duties due to illness, personal leave, a work related injury or other circumstances the member may be suspended from the program until they return to service. This suspension will not be related to disciplinary action.
- MCC members who fall behind in their service hours are at risk for forfeiting their AmeriCorps Education Award.

Time Management

- All members must submit a timesheet at the end of each week.
- ALL forms are considered Official Documents of the MCC AmeriCorps Program and must be signed in **Blue or Black ink ONLY**.
- Timesheets are in Excel Spreadsheet format Excel – it is recommended that you view the timesheet at 75%
- ORIGINAL timesheets are due in the MCC office every Wednesday, NO LATER THAN 1:00 pm. Timesheets received after 1:00 pm on Wednesday will NOT be processed until the following week and may result in reprimand. Members who do not submit a completed timesheet for two consecutive weeks may be suspended from the program and will not receive their living allowance during the period of suspension.
- **Countable hours:** Members count hours according to AmeriCorps rules in order to qualify for education awards. These rules are also consistent with State of Maine rules for employees. The following activities are allowable as time for members:
 - ✓ Time directly used for service and training
 - ✓ Travel time from your Host Site to training and return – If a member travels directly from home to the training (with permission of their Supervisor) the member will count their actual travel time.
 - ✓ Two 15-minute breaks each day
- **Non Countable hours:**

- You must take at least ½ hour for lunch, and it does not count for hours.
- Daily travel time from your home to the office or worksite each day.
- Timesheet **MUST** include:
 1. Member's Name
 2. Week Ending (Saturday's date) in mm/dd/yy format
 3. Date - Day only - without the month and year.
 4. Hours – DO NOT CHANGE SHADED BOXES.
All hours are entered in decimal format in .25 hour increments.
 - Fund-raising hours
 - Contact MCC Program Coordinator for approval before fund-raising
 - Training Hours (if applicable)
 - AmeriCorps allows members to receive up to 20% of your Service Hours for training relevant to their position and/or general member development. All training hours are tracked in the middle column of the timesheet. Travel time from the Host Site to an approved training and back to the Host Site is not logged under Training Hours. (see Direct Service Hours)
 - Direct service hours
 - All other hours are logged as Direct Service Hours.
 - Travel time from the Host Site to an approved training and back to the Host Site is logged under Direct Service Hours.
 5. Service Site – document where service was performed each day.
 6. Write a brief daily reflection. Also include challenges at your site such as workload, communication issues and training. (3 line limit for each day.)
 7. "Volunteer of the Month" Nomination – when working with an outstanding volunteer, please include their name and why they are outstanding.
 8. Before printing and signing your timesheet:
 - Check for completeness
 - Check daily and weekly totals for accuracy.
 9. Save each timesheet electronically using "Save As" to rename, then print timesheet.
 10. Sign your printed timesheet and ask your supervisor to sign it before mailing to MCC.
 - Plan ahead...If your supervisor will not be available to sign your timesheet at the end of the week or Monday, make pre-arrangements for other staff to sign. If your supervisor is out unexpectedly, and no one is available to sign your timesheet, call the MCC office and speak with Jo or Brenda to make alternate arrangements. This should be a rare occurrence, not the norm. If it happens on a regular basis, you will need to make alternate arrangements with your Host Site Supervisor.
 - Holidays provide an additional challenge including delayed mail delivery.

PLAN AHEAD...COMPLETE AND MAIL EARLY!

<p>TIMESHEETS WILL BE CONSIDERED INCOMPLETE AND RETURNED TO THE MEMBER FOR COMPLETION IF ANY OF THE ABOVE IS MISSING OR INCORRECT.</p>
